

APPROVED
Rīga Stradiņš University
Student Union
Council meeting
September 15th, 2021
Minutes Nr. 41-2/41/2021

Rīga Stradiņš University Student Union Foundation

Election Regulations

Chapter 1

General Terms

- 1.1. The Rīga Stradiņš University Student Union Foundation (henceforth - RSU SU) Election Regulations (henceforth - Election Regulations) determine the procedure by which students are elected to the collegial institutions of the university.
- 1.2. Matters which are not regulated by these Election Regulations are decided upon by the RSU SU Council (henceforth- Council).

Chapter 2

Conduct of the Council Elections

- 1.3. An Election Commission consisting of at least three RSU students, which shall be approved no less than three weeks before the announcement of a Council election, is responsible for the conduct of Council election organisation in accordance with the Election Regulations. Candidates in the Council election cannot be a part of the Election Commission.
- 1.4. The Council represents the interests of students of all the Rīga Stradiņš University (henceforth-RSU) faculties. Every year, depending on the number of students, the amount of faculty representatives is divided accordingly. The candidates with the most votes from each faculty enter the Council.
- 1.5. Any RSU student can become a Council member.
- 1.6. A student can only be a candidate for the position of Faculty Representative in the Council for their own faculty.
- 1.7. Students of study programmes from any faculty have the right to vote only for students from their own faculty included on the list of candidates.
- 1.8. The distribution of faculty representatives is determined by the following formula:

$$\frac{A * S}{a}$$

Where:

- A -The square root of the number of students in a faculty;
- S - The number of all seats in the Council;
- a - The sum of the square roots of students in all faculties.

1.9. Relevant data for the previously mentioned formula shall be submitted during the first week of October.

1.10. Candidates for the position of Council member can be voted for, against, or a voter can abstain from voting.

1.11. The result of a candidature can be achieved by the sum of “for”, “against” votes. “For” is equal to “+1”, “against” is equal to “-1”, abstinence is equal to “0”.

1.12. In the event of a tie, the tie breaker is the amount of “for” votes. If this results in another tie, the order of submission of documents is decisive.

1.13. Requirements for candidates:

1.13.1. Must be an active student of RSU;

1.13.2. A nomination with at least 10 signatures from RSU students (appendix nr. 1) submitted on site or, in the event of the Council deciding on a completely electronic election, an electronic form with 10 student IDs must be submitted;

1.13.3. A submission of the electronic form for candidature for the position of Council member, which shall be prepared by the Election Commission.

1.14. The submission of documents shall last at least a week before the beginning of the elections. By submitting documents for the election, the candidate confirms with their signature that they have no objections against the fact that the Election Commission provides its participants the opportunity to familiarise themselves with the documents submitted by the candidates in accordance with the RSU SU Privacy Policy.

1.15. The elections shall be direct, proportional, done by secret ballot, equal and voluntary.

1.16. The elections shall happen during the second week of November for 5 business days. The final results of the counting of votes shall be announced no later than 72 hours after voting has closed, unless a complaint has been submitted regarding the conduct of the election.

1.17. If it is not possible to secure a representative for a certain faculty, the RSU SU Board (henceforth- Board) shall decide on hosting elections only within the relevant faculty in order to ensure full representation for all students.

1.18. A Council member cannot be the Head or Deputy Head of a branch of the Board at the same time. If a Council member has been elected as Head or Deputy Head of a branch of the Board, they shall resign from their position as Council member for the duration of their term as a member of the Board.

1.19. The powers of the new Council shall enter into force with the first Council meeting, which shall be convened by the Board no later than 2 weeks after the announcement of the results of the elections.

1.20. In the event of a Council member being exmatriculated, resigning voluntarily, being suspended from office, or being otherwise unable to fulfil their duties, they shall be replaced by the next applicant in the order of election results.

1.21. Contesting an election:

1.21.1. Complaints about the conduct of an election may be handed into the Rector of RSU no later than 48 hours after the announcement of the election results.

1.21.2. The Rector shall announce their decision to either reject or acknowledge the election as illegitimate one week after the issuing of the complaint. The Rector's decision may be challenged in accordance with the procedures specified in the RSU Constitution.

1.21.3. If the election is found to be illegitimate, it shall be re-organized once more in two weeks' time after the date on which the decision of the Rector of RSU was made.

Chapter 2

Election of the Board

2.1. The election of the Board shall happen during the first meeting of the newly elected Council.

2.2. The Board shall be elected in accordance with the model approved by the Board.

2.3. The President of the Board shall be the first to be elected.

2.4. The President of the Board shall be elected by an absolute majority vote from the elected members.

- 2.4.1. In the event of no absolute majority vote during the first ballot, the candidate with the most votes against them shall not participate in the next ballot.
- 2.4.2. After the election of the President of the Board, the Branch Heads of the Board shall be elected in accordance with the model approved by the Board.
- 2.5. The Branch Heads of the Board shall be elected by the Council by a simple majority vote.
- 2.6. In the event of more than one candidate for a position, it is permitted to vote only for one of the candidates.
- 2.7. If there is more than one candidate for a position and no candidate is elected, the Council may propose another vote.
- 2.8. Member of the Board are elected for one year. The voting shall be done by secret ballot.
- 2.9. In the event of a member of the Board being elected after the Board elections specified in the Election Regulations, the member of the Board in question shall fulfil their duties until the 31st of December of the respective year.
- 2.10. Any active student of RSU can become a member of the Board.
- 2.11. Requirements for the candidate for the President of the Board:
 - 2.11.1. CV;
 - 2.11.2. A letter of motivation;
 - 2.11.3. A strategic action plan;
 - 2.11.4. Must have been elected as a member of the Council or Board at least once within the last 2 years.
- 2.12. Requirements for the candidate for Branch Head:
 - 2.12.1. CV;
 - 2.12.2. A letter of motivation;
 - 2.12.3. A branch strategy.
- 2.13. Requirements for a deputy candidate:
 - 2.13.1. CV;
 - 2.13.2. A letter of motivation.
- 2.14. The newly elected Board shall enter into force at the beginning of the following calendar year.
- 2.15. In the event of a student representative being exmatriculated, upon obtaining an RSU diploma and plans to continue their studies at RSU at the next study level, on the basis of

their application, they are entitled to retain their position as a student representative, given that the elected position allows it. The application shall be examined by the Board, informing the Council thereof.

2.16. Procedures for appointing an acting member of the Board:

2.16.1. When applying for the position of an acting member of the board, candidates must submit their CV and letter of motivation at least 3 business days before the relevant Board meeting.

2.16.2. The candidate voted in by the simple majority shall be appointed by the Board.

2.16.3. The Board shall inform the Council about the appointment of an acting member of the Board within 3 business days.

Chapter 3

Election of RSU SU Councillors

3.1. Councillors are elected by the Board by a simple majority vote.

3.2. Applications shall be announced no less than 2 weeks before the Board meeting in which a Councillor is elected.

3.3. Submission of applications for the position of Councillor shall last at least a week.P

3.4. A candidate for the position of Councillor must submit a CV and a letter of motivation.

Chapter 4

Election of the Board of the International Students' Association

4.1. The Board of the International Students' Association (henceforth-ISA) shall be elected in accordance with the ISA Regulations. The voting is open. Any student of RSU studying in a programme taught in English can apply.

4.2. The ISA Board is elected by closed ballot, subject to individual student voting.

4.3. The ISA Board shall decide whether voting is done online or on paper.

4.4. In the event of an electronic vote, voting shall be opened after the candidates' presentations. The results shall be announced on the next business day.

4.5. The election shall be announced at least four weeks before the election date.

4.6. Applications for the ISA Board must be submitted at least 2 weeks before the election.

4.7. The order of candidates is determined by the ISA Board.

4.8. Candidates are elected by a simple majority vote:

4.8.1. If there is more than one candidate for a position and no candidate is elected, there shall be another vote.

4.8.2. In the event of more than one candidate for a position, it is permitted to vote only for one of the candidates.

4.9. The votes are counted by an independent commission appointed by the RSU SU Board.

4.10. The appointed commission shall consist of 3 RSU students, who must not be candidates in the specific election.

4.11. The newly elected ISA board will take office at the beginning of the following calendar year, after the announcement of the results.

4.12. The members of the ISA Board are elected to be in office for a year.

4.13. In the event of a member of the ISA Board being elected after the ISA Board elections specified in the Election Regulations, the member of the ISA Board in question shall fulfil their duties until the 31st of December of the respective year.

4.13.1. The election is considered to have taken place if at least 50 students have voted.

4.14. Members of the Board can be removed from office on the proposal of a third of the members of the Board. The application must be submitted to the President of the ISA to be further examined at a Board meeting in order to vote about the removal of the representative from office. The representative concerned by the removal shall be informed in writing about removal from office no less than 72 hours before the meeting in which their position is to be decided on, and shall be given the opportunity to defend themselves. To remove a member of the Board, the decision must be confirmed by two thirds of the Board.

4.15. If the position of President falls vacant due to resignation, incompatibility or revocation, the Vice President shall act as President. Vacancy of any elected position is resolved by an election, which is to happen at the following Board meeting. The Board may appoint a temporary agent to fill the position until the election.

4.16. In the event that it is not possible to recruit members to fill the positions of the organisation, the President may appoint temporary representatives from outside the RSU international student community, namely, any RSU student.

4.17. If a President is not elected, the Vice President or the President of the RSU SU must

function as the acting ISA Board President

Chapter 5

Election of the Leaders of Student Scientific Interest Groups, National, Academic and Social Interest Clubs

- 5.1. The elections for leaders of student scientific interest groups are held in accordance with the RSU Student Scientific Interest Group Regulations.
- 5.2. National, academic interest club elections are held in accordance with the ISA regulations and individual interest club regulations.

Chapter 6

Election of Other Student Representatives

- 6.1. This section regulates the procedure for electing representatives of RSU students, the election of which is not described in Chapters 2 and 3 of these Election Regulations.
- 6.2. Student representatives are elected for the entirety of their studies unless the position demands otherwise.
 - 6.2.1. Student representatives in the Senate are elected for one year.
 - 6.2.2. Student representatives participating in *Erasmus* programmes are to be reelected.
- 6.3. If a student representative has been exmatriculated, resigned voluntarily, been removed from office, or is otherwise unable to fulfil their duties, an election is to be held at the next Council meeting.
- 6.4. Applications for student representative positions mentioned in this section shall be announced at least two weeks before the following Council meeting. Applications take at least one week to be accepted.
- 6.5. Applications for student representative positions mentioned in this section shall be organised by the Board.
- 6.6. The Council shall vote on candidates by a simple majority.
- 6.7. Any active RSU student can be a candidate for announced positions.
- 6.8. Requirements for candidates:
 - 6.8.1. CV;
 - 6.8.2. Letter of motivation.
- 6.9. If a candidate is unable to attend a Council meeting due to objective circumstances,

they shall provide video material for the Council meeting, presenting their candidature for a certain position to the Council. If the candidate does not submit the required material, the Council is entitled to not consider the candidate's application.

- 6.10. A candidate shall inform the Council about an absence at least 3 business days before a Council meeting. The Council is entitled to request the candidate to prepare answers to questions, which are to be submitted in writing or through video material.
- 6.11. In the event of a student representative being exmatriculated, upon obtaining an RSU diploma and plans to continue their studies at RSU at the next study level, on the basis of their application, they are entitled to retain their position as a student representative, given that the elected position allows it. The application shall be examined by the Board, informing the Council thereof.

Chapter 7

Procedure for Adoption of Regulations and Amendments to Regulations

- 7.1. The Election Regulations shall be adopted at a Council meeting on the proposal of the Board or no less than a third of Council members.
- 7.2. Amendments to the RSU SU Election Regulations shall be adopted and amended by an absolute majority of members.
- 7.3. The RSU SU Election Regulations and their amendments enter into force after approval at a Council meeting.

President of the RSU SU Paula Feldmane

Student Union Council election, (date)(month)(year). (date)(month) - (date)(month) appendix

no. 1



APPLICATION FOR COUNCIL ELECTIONS

NAME SURNAME

FACULTY, STUDY YEAR STUDENT CARD NO.

TEL. E-MAIL

I, the undersigned, certify that:

- 1. I have read the RSU SU Election Regulation;*
- 2. The information I have provided is true;*
- 3. I have completed the electronic application form;*
- 4. I agree to the use of the data mentioned above within the RSU SU Council elections.*

DATE

SIGNATURE

**PROPOSAL FORM FOR A CANDIDATE FOR A MEMBER OF
THE COUNCIL**

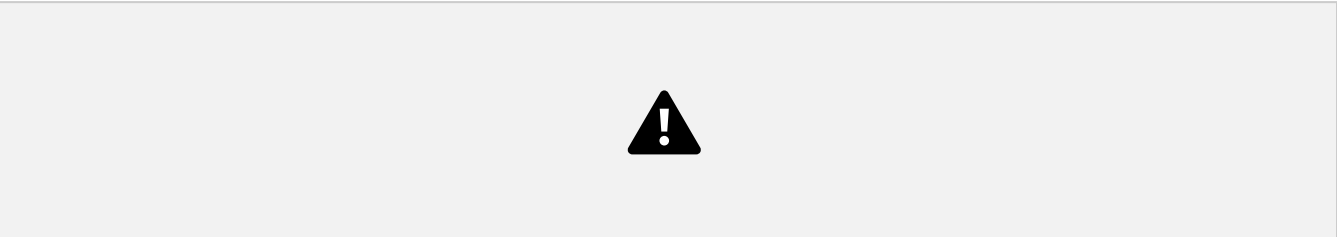
I, the undersigned, certify that:

- 1. I support the candidature of _____ (name, surname) in the RSU SU Council elections;*

- 2. I agree to the use of my personal data within the RSU SU Council elections.*

NAME	SURNAME
FACULTY, STUDY YEAR	
STUDENT CARD NO.	DATE
SIGNATURE	

NAME	SURNAME
FACULTY, STUDY YEAR	
STUDENT CARD NO.	DATE
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FACULTY, STUDY YEAR	STUDENT CARD NO.
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NAME SURNAME

FACULTY, STUDY YEAR

STUDENT ID NO. DATE

SIGNATURE